



# Amesbury

## Job Description

August 9, 2021

**POSITION:** Before School Supervisors and After School Program Supervisor

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's part time Before and/or After School Program Supervisors.

**LOCATION:** Cashman Elementary School or Amesbury Elementary School

**HOURS OF WORK:** before school 7-8:30 am or after school 2:45-6:00 pm, M- F, (when school is in session)

**DATES OF EMPLOYMENT:** August 30, 2021- June 2022 (end date determined by snow days) expected date is June 17, 2022

**CLASSIFICATION:** Part-time, nonexempt, non-union, non-benefit eligible.

**COMPENSATION:** \$20 - \$23/hour based on education and experience

**GENERAL FUNCTION:** Provide leadership and supervision relating to youth programming for the Before and/or After School Program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Supervisor reports to the Recreation and Assistant Recreation Directors and will:

- Plan and implement appropriate creative activities on and off grounds. Make a calendar of monthly activities for kids and parents.
- Work with the staff and students in maintaining activity schedule.
- Be on time and communicate the afternoon plan with staff before program start.
- Supervision of students and staff.
- Be responsible for the safety of students.
- Will produce a newsletter for parents and school staff outlining program events, updates and activities to be distributed each Monday.
- Will maintain an after school bulletin board for teachers, parents, and students.
- Be responsible for keeping supplies and equipment organized and maintained and will report supplies needed to Youth Director when low.

- Be responsible for documenting payroll and submitting to Youth Director on due dates.
- Coordinate a staff meeting agenda with Youth Director for biweekly staff meetings.
- Provide homework help and utilize the homework hotline to provide appropriate assistance.
- Ensure all areas utilized are clean and maintained- report any damage to custodians and principal.
- Ensure proper communication with school principal, school staff, parents, custodian and program staff.
- Communicate with the Director any staff, student, or parent issues.
- Be aware of proper procedure for behavior management and implement as required.
- Be aware of any particular health concerns of children, especially allergies and how to use an epi-pen.
- Be responsible for handing out important notices to parents.
- Will supervise all student pick-ups in making sure the appropriate person is listed.
- Provide a positive role model for children at all times.
- Have fun.

#### **DESIRED QUALITIES AND QUALIFICATIONS:**

- Previous teaching experience preferred. Background and experience in dealing with elementary age youth. Ability to work cooperatively with strong communication skills. Ability to relate to youth and adults in a positive manner.
- All staff members must undergo a Criminal Offender Record Information (CORI) check, conducted by the City of Amesbury and have a satisfactory result.
- First aid and CPR preferred

To apply, please email a cover letter and resume to:  
Heather Worrall, Human Resource Coordinator, City of Amesbury  
[worrallh@amesburyma.gov](mailto:worrallh@amesburyma.gov)

Applications are available on the City website also. You may contact the recreation office for more information at 978-388-8137

**Closing Date:** Until Positions are Filled. Please respond ASAP

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